



# Camp Kayaking Instructor Course - Administration Policy Statement -

## Ontario Recreational Canoeing and Kayaking Association

To be assured that the same consistent and high standards set by the Ontario Recreational Canoeing and Kayaking Association and its Organisational Members continue, the following criteria must be adhered to:

1. Only youth camps that are currently members of both ORCKA and Ontario Camping Association (OCA) may be accredited to offer a Camp Kayaking Instructor Course.
2. The Course must be directed by a current ORCKA Kayaking Instructor 1 or 2 (any discipline). The Course Director and/or another qualified ORCKA instructor must have seen the candidate pass all the test items described in the *ORCKA Camp Kayaking Instructor Program* manual before the Course Director signs the ORCKA Camp Kayaking Instructor certification card.
3. The maximum instructor to participant ratio is 1:6.
4. The minimum course length is 18 hours (2 days) of instruction, practice and testing time.
5. A Canadian Approved Personal Floatation Device (PFD) must be worn by ORCKA course participants and Instructors when paddling or swimming or when performing paddling related tasks where there exists risk of a water-related mishap.
6. Government regulations that pertain to kayaks will be adhered to at all times.
7. Course accreditation must be done at least three weeks<sup>1</sup> before the beginning of the course by using the online course administration online system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) or by submitting to the ORCKA office a "Camp Kayaking Instructor Course - Accreditation" form.
8. A participant fee of \$85 per participant is charged by ORCKA. This fee provides each participant with the following: ORCKA membership, *ORCKA Camp Kayaking Instructor Program* manual; Instructor certification card, badge of achievement and diploma; insurance and other resources. Payment is done through the online course administration system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) or by completing the "Kayaking Instructor 1 and 2 Courses - Accreditation" form. After payment is received, these materials will be forwarded.
9. A list of participants' names, mailing address and email address are to be recorded on the online course administration system on the ORCKA web site ([www.orcka.ca](http://www.orcka.ca)) within two weeks of completion of the course. The applicable Kayaking Instructor status will be in effect for each successful course participant only after this administrative step is completed.
10. Camp Kayaking Instructors are certified to instruct the ORCKA Safe Kayaking Program and the ORCKA Flatwater Kayaking Level A course in accordance with ORCKA policies and standards. This activity will be confined to the waterfront of an Ontario Camps Association (OCA) member youth camp.

1. Three weeks notice is required to produce and mail the materials required for the course staff and participants. If fewer than three weeks notice is given, an additional administrative fee will be applied as described: less than three, but more than two weeks' notice - \$25; less than two, but more than one week's notice - \$50; less than one week's notice - \$75.